

## 1. Introduction

## 2. Project Information

- Name of Project \_\_\_\_\_
- Type of Work/Project \_\_\_\_\_
- Location of Project : Zone \_\_\_\_\_ Woreda \_\_\_\_\_
- Date Contract Agreement Signed \_\_\_\_\_
- Type of Agreement : New Construction ☐ Maintenance ☐ Other (Specify) ☐
- Contract Description

\_\_\_\_\_  
\_\_\_\_\_

- Name of Contractor/Business Name \_\_\_\_\_  
Category \_\_\_\_\_ Grade \_\_\_\_\_
- Name of Consultant/Business Name \_\_\_\_\_

Category \_\_\_\_\_ Grade \_\_\_\_\_

- Name of Client/Organization \_\_\_\_\_
- Consultant's Representative to the Project \_\_\_\_\_
- Client's Representative to the Project/RE \_\_\_\_\_

## 3. Project Start Up Information

- Scheduled Project Start Date \_\_\_\_\_
- Scheduled Project End Date \_\_\_\_\_
- Actual Start Date \_\_\_\_\_
- Actual Completion Date \_\_\_\_\_
- Date Possession of Site/Site Handover \_\_\_\_\_
- Total Contract Time/Period In Days \_\_\_\_\_
- Late Commencement, Reason Should be Stated \_\_\_\_\_

#### **4. Project Cost**

- Original Contract Sum (ETB) \_\_\_\_\_
- Actual Contract Sum (ETB) \_\_\_\_\_

#### **5. Contractor's Mobilization (Performance) to execute works as prescribed in the Contractual Requirements**

- Overall Contractor's Operations on the Site
- Site Establishment
- Adequacy and Conditions of Contractor's Machinery, Equipment and Plant. Include Record of contractor's each type of Equipment which are actively performing on the project site.
- Contractor's Staff Mobilization (Man Power/Human Resource; Skilled and non-skilled) i.e. assignment of Key Personnel Identified in the Project Contract. Include Record of contractor's personnel by profession who are actively performing on the project site.
- Compare the contractor's Equipment and Personnel Capacities performing on the site with the same as included in the Contract agreement.
- Contractor's Project Management Efficiency
- Consistency and Quality of Site Record (Availability of site book on the site)

#### **6. Project progress status during the reporting period**

- Work Program for the Reporting Period (for example if Work Break Down Structure (WBS) is on monthly basis)

##### **6.1. Progress of Works (Physical Work Executed)**

- Work Executed for the Reporting Period (by description of major work items which are planned and executed)
- Comparisons of Planned and Actual Progress
- Percentage of Work Completed/Executed By Trade (attach Summary of BOQ for Planned and Executed Works)
- Status of Overall Physical Work By Percentage \_\_\_\_\_ %

##### **6.2. Financial Status Progress**

- Value of Work Scheduled For The Month \_\_\_\_\_ (in ETB)
- Value of Work Executed For The Month \_\_\_\_\_ (in ETB)
- Value of Work Scheduled To Date \_\_\_\_\_ (in ETB)
- Value of Work Executed To Date \_\_\_\_\_ (in ETB)

- Value of Cost Over-Run \_\_\_\_\_ (in ETB)
- Summary of Previous Interim Payment Certificates Amount (in ETB) Up to the Reporting Period (by payment succession/order such as PC 1, PC 2, and PC 3.....)
- Current payment amount under request \_\_\_\_\_ (in ETB)
- Total Payment Approved up to the Reporting period \_\_\_\_\_ (in ETB)

## **7. Project Time/Period**

- Total Contract Time Elapsed To Date \_\_\_\_\_ (Days)
- Total Contract Time Remaining \_\_\_\_\_ (Days)
- Total Contract Time Over-Run \_\_\_\_\_ (Days)

### **7.1. Project Completion Time/Delay**

- Reasons of Project Completion Time delay (if any); For example:
  - ✓ Late Commencement (need to specified)
  - ✓ Extension of Time (need to specified)
  - ✓ Performance of either of or all of the contracting party/parties (in cases one fails to fulfill the contract requirements)
- Acceleration measures taken to reduce delay (if any)
- Attempts by the contracting parties to overcome delays
- Delay damage considered (if any)
- Extension of time for completion (if any) in days
- Cause of delay giving an entitlement to extension of time (if any)

## **8. Change Orders for Variations/Supplementary Works**

- Variation for substantial change in the quantity of any item of work included in the Contract
- Supplementary Work- if there is any
- Appropriate Change Order/Procedure given by authorized body to the Contractor (if any)
- Substantial reasons for the major changes (be it in Variation and/or Supplementary Works)
- Supplementary Agreement for Supplementary Works
- Quantity of Executed Work by trade as Variation and Supplementary Works
- Percentage of Work Executed as Variation and supplementary Works compared to the Original agreement
- Value of Supplementary Work Executed (in ETB)

### **9. Level of Project Quality Control**

- Overall Quality of Work Executed
- Quality of Workmanship
- Quality of Material
- Does the Contractor's Quality assurance system demonstrate **Compliance with** the requirements of the Contract?
- Sampling and Testing of Materials and/or Work
- Sampling and Testing Standards
- Certified test report from recognized testing agencies (Copies of authenticated quality assurance documents, test results and certificates of materials); test results should be compared as provided in the Contract Document.
- Whether Work executed is as per the approved design and specification (Workmanship specification, performance specification and material specification etc.) stated in the contract document or not.

### **10. Problems Encountered**

- From the Contractor's side
- From the Client's side
- From the Consultant's side
- Actions taken by the respective parties to alleviate the encountered problems

### **11. Health, Safety and Environmental Issues**

- Health and Safety procedures that comply with all applicable regulations
- Providing applicable and relevant safety precautions to all persons entitled to the project site
- Protection of the environment to limit damage and nuisance to people and property (both on and off the site)
- Security of the site
- Accident recorded on the site

### **12. Summary/Conclusions/ Recommendations**

### **13. Appendix, for bulk data**